

<b>POLICY #316</b>	<b>SUBJECT:WORKPLACE CONFLICTS OF INTEREST</b>
<b>EFFECTIVE DATE: June 16, 2015</b> <b>REVISION DATE:</b>	Page 1 of 2
<b>Approved By: Jennifer Ranji, Cabinet Secretary</b>	

## DELAWARE CHILDREN’S DEPARTMENT POLICY

### **I. PURPOSE**

The purpose of this policy is to establish guidelines regarding workplace conflicts of interest (e.g. hiring, career development, supervision and/or other personnel/employment activities) which enhances public confidence and prevents situations which give the appearance of partiality, preferential treatment or improper influence.

### **II. DEFINITIONS**

For purposes of this policy, the following definitions will apply:

- A. “Employee” refers to anyone working at DSCYF including Merit employees, Merit exempt employees, casual/seasonal employees and/or paid or unpaid trainees/students.
- B. “Family member” includes the employee's spouse or domestic partner; parent, stepparent or child of the employee, spouse or domestic partner; employee's grandparent or grandchild; employee's sibling; spouse of employee's child; or any minor child for whom the employee has assumed and carried out parental responsibilities. Family member also includes an employee’s aunt, uncle, niece, or nephew; brother/sister-in-law; grandparent-in-law; or any other relative or non-relative living in the employee's household.
- C. “Financial interest associates” refers to individuals who are joined together in a relationship for business purposes or acting together to pursue common business purposes or enterprises (reference Delaware Code Title 29, Chapter 58, Section 5804(5)).
- D. “Supervisor or “Supervision” means an individual who has the authority to approve leave or pay and/or who has the direct ability to hire, promote, assign work and/or discipline an employee.

### **III. GENERAL GUIDANCE**

All DSCYF employees are prohibited from authorizing or using the authority or influence of his or her position to secure the authorization of employment or benefit (including promotion or preferential treatment) for a family member or financial interest associate. This includes, but is not limited to, hiring and supervision activities including performance review and disciplinary action.

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#### **IV. HIRING**

A. No employee shall be involved in any aspect of the hiring or selection process of an individual (prospective employee) who is a family member or financial interest associate.

#### **V. SUPERVISION**

A. No DSCYF employee shall supervise any family member or financial interest associate. In the event that a change in position through promotion or through change in relationship status between two employees creates a conflict with this policy, the employees will immediately notify their supervisors who will develop a plan regarding supervision that is consistent with the guidelines in this policy.

B. Should a supervisory conflict arise, the supervisor should immediately notify their supervisor of the conflict and work with their supervisor and Human Resources to eliminate the conflict and adhere to the policy to the extent permitted by law and/or collective bargaining agreement.

C. Supervisors will avoid or refrain from being involved in disciplinary action with a family member or financial interest associate.

#### **VI. ADHERENCE TO THIS POLICY**

A. Employees who violate the guidelines outlined in this policy are subject to disciplinary or other appropriate actions.

B. DSCYF reserves the right to correct or modify situations that are in conflict with this policy.

#### **VII. RESPONSIBILITY FOR THIS POLICY**

The DSCYF Human Resources Unit and the DSCYF Policy Workgroup are responsible for providing guidance regarding the policy.